

Effective Date: 8/9/07

Utah State Board of Education Travel Policies

~ Revised for In-State and Out of State Travel by UAAACT members ~
(non-state employees and USDB)
subject to change

**WE WILL NOT PAY FOR RENTAL CARS WHILE ATTENDING A
CONFERENCE!**

Travel Reimbursement DEADLINES:

Trips with paid lodging and/or per diem **shall be submitted for reimbursement within 30 days after the travel.** Unless traveling in the month of June, there will be no travel reimbursements accepted after May 31st.

Out-of-State Travel:

Airline and hotel/motel needs.

UAAACT Travel Coordinator: Lynn Marcoux (801) 887-9380
Lmarcoux@utah.gov

Central Travel Account (CTA):

All airline tickets must be purchased using the Central Travel Account referencing a travel authorization number. Airline tickets issued through the Central Travel Account are not reimbursed to you. **The state will not reimburse the employee for the cost of airline travel if it is charged to an individual credit card.**

The State Division of Finance will not honor any reimbursement requests for airline or travel arrangements that are not made through the UAAACT Travel Coordinator/State Travel. Exceptions to this policy may be granted when the travel is being paid for by a third party other than the state, and the third party makes the travel arrangements and pays for the expenses directly through its own travel agency.

Reimbursement by a Third Party:

Any UAAACT member who receives a travel reimbursement from a third party for travel should not be enriched by the reimbursement beyond what the travel policy allows.

Travel expenses reimbursed by a third party may be handled in one of the following ways:

▷ Deposit the total third party reimbursement with the state as a refund of expenditure and obtain a regular travel reimbursement from the state.

▷ Retain the amount reimbursed by the third party, up to the amount allowed by the travel policy, and accept no state reimbursement.

In-State Travel:

Travelers should secure their own in-state lodging reservations, keeping in mind the appropriate limits for reimbursements.

With in-state travel, you must live more than 50 miles from your normal daily commute to the conference to qualify for a hotel stay unless there is a conference sponsored nighttime event scheduled that makes it unsafe for you to drive home. The state also dictates that you must live 100 miles or more from the conference to be eligible for meal reimbursement. If the conference, training or workshop does not include meals, you may be on your own for this expense.

All mileage will be verified through Mapquest.

The current state rate for lodging is as follows:

The actual cost up to:

\$80.00 plus tax	Metropolitan Salt Lake City	Tooele	Park City	Heber City & the Midway City limits.	from Draper to Centerville	
\$70.00 plus tax	St. George	Price	Moab			
\$75.00 plus tax	Vernal	Roosevelt				
\$65.00 plus tax	Orem/Provo	Layton	Ogden	Logan	Panguitch	Cedar City

All other areas within the state will stay at \$60.00 plus tax.

These rates are based on single occupancy. For double occupancy add \$20-\$40 respectively

Lodging:

While taking safety and additional travel requirements into account, UAAACT members are encouraged to find the most economical accommodations available. Reservations should be confirmed with a credit card, and the traveler should have the confirmation number when he/she checks in at the hotel. **Prior approval is required for overnight stays of 50 miles or less.**
(Rule: Total mileage used, less the normal daily commute mileage)

Lodging at Other Than a Hotel/Motel:

Travelers who choose to stay with friends or relatives may be reimbursed **\$25 per night** with no receipt required. Those who use a personal camper or trailer home at a campground or trailer park,(not a private residence) may be reimbursed actual costs up to \$40 with a signed receipt.

Incidental Travel Expenses:

The traveler will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips. All tips must be explicitly detailed on the reimbursement form. **The maximum tip amount allowed is \$1 per bag. All other incidental expenses must be substantiated by original receipts.**

Miscellaneous Meal Reimbursement:

Meals included in the registration fee and complimentary meals will reduce the meal allowance. Also meals provided at a "Bed and Breakfast" will reduce the breakfast meal

allowance. However, meals provided on airlines will not reduce the meal allowance.

Continental breakfasts should be claimed as a provided meal. If the traveler has to make other arrangements for breakfast, receipts are required for up to the allowed amount. (In order to be reimbursed, we will need the original itemized receipt showing the actual meal you had, NOT the charge receipt.)

Meal Allowance for Overnight Trips:

The meal reimbursement is determined by the time of day the traveler leaves "home base" (the location the employee leaves from and/or returns to), the days at the location, and the time of day he/she returns to "home base" - tips and tax on meals are included in the per diem amount. The 24-hour period is divided into four quarters.

(Breakfast = B, Lunch= L, Dinner = D)

The Day Travel Begins:

1 st quarter	Leave between 12:01 am and 6:00 am	B L D
2 nd quarter	Leave between 06:01 am and 12:00 noon	L D
3 rd quarter	Leave between 12:01 pm and 6:00 pm	D
4 th quarter	Leave between 06:01 pm and 12:00 midnight	NO MEALS

The Day Travel Ends:

1 st quarter	Return between 12:01 am and 06:00 am	NO MEALS
2 nd quarter	Return between 06:01 am and 12:00 noon	B
3 rd quarter	Return between 12:01 pm and 07:00 pm	B L
4 th quarter	Return between 07:01 pm and 12:00 midnight	B L D

Rates:

In State	B = \$ 8.00	L = \$ 11.00	D = \$16.00	Total \$35.00/day
Out of State	B + \$10.00	L = \$ 13.00	D = \$20.00	Total \$43.00/day

Meal Allowance for Non-Overnight Trips:

If the destination is at least 100 miles from "home base" the traveler may be reimbursed for meals as follows:

Breakfast Traveler leaves "home base" before 6:01 am

Lunch - When the trip meets one of the following:
- Trip warrants entitlement to breakfast and dinner
- Traveler leaves "home base" before 10:00 am and returns after 2:00 pm
the department director provides *prior written* approval

Dinner Traveler leaves "home base" before 2:00 pm and returns after 7:00 pm

Mileage Reimbursement Rates:

Private vehicle paid at: \$.36 cents per mile (up to 15,000 miles per calendar year)

District vehicle for mileage reimbursement paid at: \$.32 cents per mile (paid to District Office)

Rule of Thumb: We are not paid to travel to and from work

Reimbursable mileage will be calculated as mileage over and above the travelers normal commute mileage. In other words, any mileage submitted for a trip must have the traveler's commute mileage subtracted from the total.

Regardless of whether your mileage is in connection with a one day trip or an over night trip, the commute mileage must be subtracted from the total mileage.

When reporting local travel, exact addresses should be used with an explanation as to why it was necessary. Personal travel to restaurants, movies etc. are not reimbursable.

Incidental Ground Transportation Expenses:

The traveler will be reimbursed for official business use of taxi, bus, and other ground transportation expenses. **The traveler should not use a taxi if a more economical method of transportation (shuttle-bus) is readily available.** Submit a schedule of payments, including date "to" destination, "from" destination, type of travel location and dollar amount. **For individual amounts of \$20 or more, an original receipt is required. Taxi fare to or from the Salt Lake City Airport is not reimbursable.**

Rental cars in an exceptional case must be pre-authorized by USOE. It would be best if the request was made at the time of registration, but at least two months before the travel date. Please send Lynn Marcoux a written request for the exception before travel plans are made.

Parking Expenses:

The state will reimburse UAACT members for airport long-term uncovered parking or the equivalent. **The maximum reimbursable rate is \$6 per day with an airport parking receipt.** Short term airport parking will be reimbursed at \$6 per day with an airport parking receipt. If you use a private vehicle, either the mileage for two round trips to the airport or one round trip plus the parking may be reimbursed. **The state will NOT reimburse travelers for valet parking.**

Driving a Private Vehicle vs. Flying:

When UAACT members choose to drive to an out of state meeting or conference instead of flying, the maximum reimbursement they will receive is the lowest reasonable air fare or the driving mileage, whichever is less. The policy is the same when a third party is paying the travel expenses. **Travelers who choose to drive will not be reimbursed for parking fees, toll fees or per diem in excess of flying time.** When an UAACT member elects to drive out-of-state on business rather than fly, the traveler must attach an airfare printout to the reimbursement form. This printout is available only from USOE State Travel Administrator so please call Lynn Marcoux at (801) 887-9380 to request the printout. Mileage reimbursement is calculated at 36 cents per mile.

When in doubt, please contact Lynn at Lmarcoux@utah.gov, or 801-887-9380.